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In Reply Refer To:
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EMS TRANSMISSION

Instruction Memorandum No. BC-2002-074

Expires: 9/30/2003

To: All Washington Office and Field Office Officials
Attention: Public Land Statistics Section Leads and Table Leads

From: Director, National Business Center

Subject: Public Land Statistics (PLS) FY 2002 Data Call DD: 11/01/02

Program Area: All

Purpose: This Instruction Memorandum provides instructions to States (see Policy/Action), PLS Section Leads, and PLS Table Leads for submitting FY 2002 tables and text for the Bureau of Land Management's (BLM's) Public Lands Statistics (PLS) publication. This memorandum discusses responsibilities, due dates, format requirements, and other key concerns.

Policy/Action: Attachment 1 lists all of the PLS Tables, along with the names and phone numbers of each Section Lead and Table Lead.

PLS Publication Section Leads must:

- Ensure that Table Leads are assigned to each table within their section.
- Review and update the narrative for their assigned section.
- Coordinate the submittal of all tables within their section.
- Review completed tables for accuracy and format consistency.
- Ensure all tables are submitted on time to the PLS Coordinator.

PLS Publication Table Leads must:

- Gather and verify data.
- Organize data in a finished WordPerfect or MSWord table format.
- Ensure tables are accurate and consistent with previous submittals.
- Explain significant data changes in footnotes. Typical reasons for data changes include new data inventories, new accounting or computer systems, or errors in previously reported data.
- Coordinate significant revisions, new graphics, or new tables through the Section Lead and PLS Coordinator.
- Keep their Section Lead apprised of their progress.
- Submit completed table(s) to their Section Lead for approval, if required, or directly to the PLS Coordinator.

Format Requirements for PLS Narratives and Tables:

PLS narratives and tables must be provided in a **WordPerfect** or **MSWord** table format. The font must be “***Times New Roman***” and the font size must be “**11**.” The table identifier (generally row 1) and column headers must be boldface (bold text). The column headings and recurring footnotes have evolved over the years and should not be changed or omitted without a compelling reason. However, if you wish to significantly change your table or add a new table or graphic, please coordinate the change or addition with both your Section Lead and the PLS Coordinator.

Specific Responsibilities:

AZ-931, WO-172, WO-200, WO-300, WO-350, and WO-360 must ensure that Section Leads and subsequently Table Leads are assigned to the following appropriate Sections/Parts of the PLS Publication:

- Part 1, Land Resources and Information - WO-350
- Part 2, Healthy Productive Lands - WO-200
- Part 3, Commercial Uses and Revenues Generated - WO-300
- Part 4, Recreation and Leisure Activities - AZ-931
- Part 5, Preserve Natural and Cultural Heritage - WO-172
- Part 6, Public Health, Safety, and Resource Protection - WO-360

Timeframe: Data from the field, both from automated systems and manual records, will need to be downloaded and submitted by State Offices to the PLS Table Leads **no later than October 11, 2002**, for the tables listed in Attachment 2. This will allow the PLS Table Leads

2 weeks to compile these table(s) for submission to the PLS Coordinator by **October 25, 2002**. All States must meet this deadline to ensure that BLM can meet accelerated deadlines this year for the 2002 Annual Report and the Stewardship Assets Report. Please note that deadlines imposed by the Office of Management and Budget (OMB) could accelerate even further over the next few years.

All PLS Section and Table Leads should submit the remainder of their tables and the narratives for FY 2002 via e-mail to the PLS Coordinator **no later than November 1, 2002**. Requests for extensions of this deadline will be considered on a case-by-case basis.

Budget Impact: Budget impacts will be minimal. The printing cost, charged to WO-800, is estimated to be \$5,000.

Background: The PLS Coordinator issues the annual data call to Section and Table Leads (those directly responsible for the collection and tabulation of data/information within their speciality). This data call includes guidelines to be used for the submission of PLS tables. The Coordinator receives all tables and prepares them for hard-copy printing as well as conversion to an electronic format for Internet posting. Additionally, the PLS Coordinator coordinates distribution of the publication.

Although the data is used in three reports, we are issuing a single call for PLS data, which avoids an additional data call from Finance for BLM's CFO Annual Report and Stewardship Assets Report. This single call for data will provide a data "snapshot" from the BLM data bases to ensure consistency between the three reports. Narratives and additional data that may appear in the CFO Annual Report and the Stewardship Assets Report will continue to be provided through normal channels (i.e., CFO Annual Report and Stewardship Assets Report narrative writers), not through the PLS Coordinator.

Manual/Handbook Sections Affected: None

Coordination: This IM was coordinated with the National Business Center property and finance personnel.

Contact: Please address questions or concerns to Bonnie Pomarico, PLS Coordinator, at (303) 236-9428.

Signed by:
Dennis Sykes

Authenticated by:
Lynne J. Lotvedt

Director, National Business Center

Staff Assistant

2 Attachments

1 - PLS Table and Contacts Listing (6 pp)

2 - Tables needed for the CFO Annual Report and Stewardship Assets Report (1 p)

Distribution

ST-150, BLM Library

PLS Table Contacts

BC-610, Robert Woerner

BC-612, Michael Kluherz

BC-650, Gery Behr

BC-652, Robert Pinkney

BC-653, Frank Tisby

BC-653, Bonnie Pomarico